



POSITION TITLE: Analyst
STATUS: Full Time
LOCATION: Arlington, VA

Partner Forces, LLC., is seeking an Analyst to support Federal cybersecurity clients with mission support, program operations, and stakeholder engagement. Duties include, but are not limited to, research and analysis, technical writing, and stakeholder coordination.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Provide professional support services to program leaders, such as preparing correspondence and briefing materials and coordinating information requests and task management efforts.
- Gather, analyze, compose, and/or edit technical documentation and briefings for program leader(s).
- Conduct research, analyze findings, and write/format reports.
- Support programmatic and operational activities that improve client capabilities to develop, deliver, measure, and report on products, processes, or efforts.
- Organize meetings; develop materials such as agendas and talking points; attend or preside over meetings, as needed; capture action items and monitor progress.
- Independently research and resolve or offer solutions to unusual problems in performing a variety of duties related to special projects.
- Keep informed of the mission, organizational structure, key personnel, current activities, status of current projects, and any issues affecting the organization.
- Perform other work-related duties as assigned.

MINIMUM QUALIFICATIONS

- Ability to obtain and maintain DHS HQ suitability required; current preferred
- BA/BS
- 0-7 years of relevant professional experience
- Exceptional verbal and written communication skills
- Ability to multi-task and excel in a team environment
- Proficiency in Microsoft Office Suite applications, especially Word, Excel, PowerPoint, and Outlook

THE COMPANY

Partner Forces, LLC., is a WOSB focused on helping homeland security partners with their most pressing and complex challenges and opportunities. The company provides management consulting services for the homeland security and national security enterprise. We offer clients holistic and integrated solutions to their current and emerging homeland security requirements related to program development and analysis, stakeholder engagement and outreach, strategic planning, technology implementation, security and preparedness assessment, and business process design and improvement.

To apply, submit a complete resume and cover letter that includes salary requirements to recruiting@partnerforces.com.